

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of January 29, 2008**

- I. **ROLL CALL:** Chair James Wilson, Trustees Samantha Baraw, Libby Hambleton, Thomas McCarney, and Richard Sutor. Also present were Village Manager Nanci Allard and Kathleen Lott (*Northfield News & Transcript*).

Chair Wilson called the meeting to order at 7:00 p.m.

- II. **PUBLIC PARTICIPATION (Scheduled):** None

III. **ACTION ITEMS**

a. **Approval of Minutes**

1. **January 15, 2008 (Regular Meeting).** Motion by Trustee Hambleton, seconded by Trustee Sutor, to approve the minutes. **Motion passed 5-0-0.**

b. **Approval of Bills**

1. **Warrant #15-08.** Motion by Trustee McCarney, seconded by Trustee Sutor, to approve Warrant #15-08 in the amount of \$45,650.48. **Motion passed 5-0-0.**

- c. **IC System Collection Renewal:** This is the same company that we have used previously. It is recommended that we renew at the 250 account term. Motion by Trustee Sutor, seconded by Trustee McCarney, to approve the contract with IC System for collections on utilities for 250 accounts for over 4 years. **Motion passed 5-0-0.**

- d. **Village Clock Restoration:** Motion by Trustee McCarney, seconded by Trustee Sutor, to authorize the Manager to sign the contract to include all items outlined in the proposal presented at the previous meeting (\$17,100). **Motion passed 5-0-0.** Trustee Hambleton wanted the minutes to note that this project did not go out for bid.

- e. **TRANSCO Agreement.** This matter had been presented at the last meeting. There is a question of if we should pay this off over 20 years or 11½ years. Motion by Trustee Sutor, seconded by Trustee McCarney, to pay this off in 11 ½ years. **Motion passed 5-0-0.**

IV. **REPORTS**

a. **Village Manager**

1. **Accounting Software Upgrade:** It is time to update the software again. The next step for the package is Fixed Assets. Currently, when we buy some expensive items, they are being tracked through Excel. This new software would eliminate this double work. This would also allow the system for the Town Clerk to communicate with the MUNIS system.

2. **VPPSA 2008 Resource Report:** The report was enclosed in packets.

b. **Committee Reports**

1. **Merger Committee:** More detail was provided on possible highway merger and how that would be scheduled. The discussion will take place as non-binding business at both the Town and Village annual meetings. The group could then tentatively plan to put together a formal proposal after hearing what the community wants. The proposal would be that the Village would provide all the equipment to the Town, which would assume all roads. The Town and Village would then pay the same highway tax.

c. Miscellaneous

1. **Joint Board Meeting: January 30, 2008.** There will be a meeting at 6:30 p.m. in the Municipal Building to discuss the Manager's Evaluation.
2. **Efficiency Vermont Project update:** Bob Murphy continues to be on leave. Trustee Sutor will get a flyer in the bills soon that will provide information on people and businesses that became more energy efficient. The group needs more input on how they can work more efficiently and get information out to residents. The more we can reduce our need, the less the rates go up! The next meeting will be Thursday, February 21, 2008 at 7:00 p.m. in the Community Room located at the Brown Public Library.
3. **Water Project update.** There are still no comments from the State. Motion by Trustee McCarney, seconded by Trustee Sutor, to authorize the Manager to sign the Standard Agreement between Stantec and Northfield Village for the Water project. **Motion passed 5-0-0.** The Board will be notified when this project goes out to bid.

V. PUBLIC PARTICIPATION (Unscheduled): none.

VI. ADJOURNMENT: Motion by Trustee Sutor, seconded by Trustee Hambleton, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 8:22 p.m.

Respectfully submitted,

Samantha H. Baraw

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.